# **L A P O R A N**

**HASIL PERJALANAN DINAS**

**${nama\_kegiatan}**

**TANGGAL ${tgl\_kegiatan}**

|  |  |  |  |
| --- | --- | --- | --- |
| **I.** | **DASAR** | | |
|  | ${no\_dasar}. | ${dasar} | |
|  |  |  | |
| **II.** | **LAPORAN** | | |
|  | Dengan hormat dilaporkan hal-hal sebagai berikut : | | |
|  | ${no\_laporan}. | | ${laporan} |
|  |  | |  |
| **II.** | **PENUTUP** Demikian laporan kami untuk menjadikan periksa. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | Abcde, ${tgl\_surat} | | |
|  |  | |  |  | |
| Mengetahui,  ${jabatan} | | Yang melaporkan, | | |
| ${nama\_pegawai}  NIP. ${nip} | | |  |  |  | | --- | --- | --- | | ${no}. | ${pelpen} | ....................... | |  |  |  | | | |